MICROSOFT WORD: STEPS TO SUCCESS (THE BARE ESSENTIALS)

Workbook by
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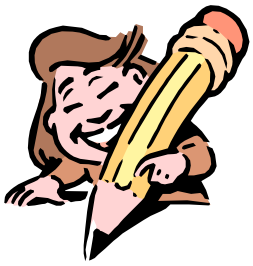
Microsoft Word: Step to Success
(The Bare Essentials)

Page	Contents
1	Starting Word
2	Save
3	Exit
5	Toolbars, Alignment, Line Spacing
6	Open
7	Print
8	Close a File without Exiting
9	New File
10	Select Text
11	View/Zoom
12	Fonts and Format Painter
14	Undo
15	Cancel
16	Spell Check
17	Line Spacing & Alignment
19	Margins
20	Cut, Copy, Paste
22	Thesaurus
23	Show/Hide Codes & Word Count
24	Find & Replace Text
25	Pictures
27	Bullet & Number Lists
28	Tables
29	Page Numbers (Headers/Footers)
30	Columns
31	Help!
32	Organizing Files
34	E-Mail a File
36-37	Glossary

Microsoft Word: Steps to Success (The Bare Essentials)



Introduction

This workbook presents a brief overview of Microsoft Word's most basic functions. As you will see, most commands can be completed in a number of ways:

- Clicking your mouse on an icon (picture)
- Using the keyboard
- Choosing an action from a pull-down menu
- Sometimes right-clicking on the screen

I designed the book with YOU in mind. For example, if you prefer not to use a mouse, keyboard commands are included. If you have trouble reading standard-sized print, you'll notice that larger print was used throughout the text. The book is available in alternate formats upon request . And if you need step by step directions, this book is for you!

When you come to class I will show you many bonus commands, short-cuts, and tricks to make your work even easier in Word. In the meantime, happy computing!

- Joyce Kirst

Starting Word

Keyboard

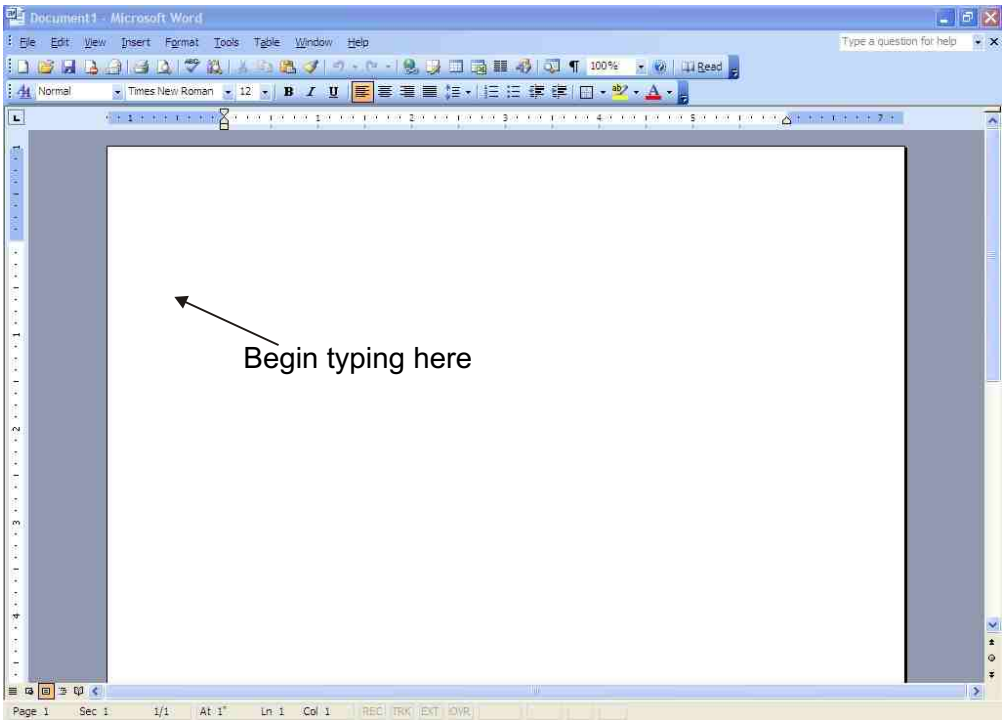
+ Underlined letter activates pull-down menu.

Keyboard

To move to next section of dialog box

Mouse Click an icon to perform an action

Pull-Down Menu


Document1 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
Normal
Times New Roman
12
Read
Begin typing here
Page 1 Sec 1 1/1 At 1" Ln 1 Col 1

To Start Word:

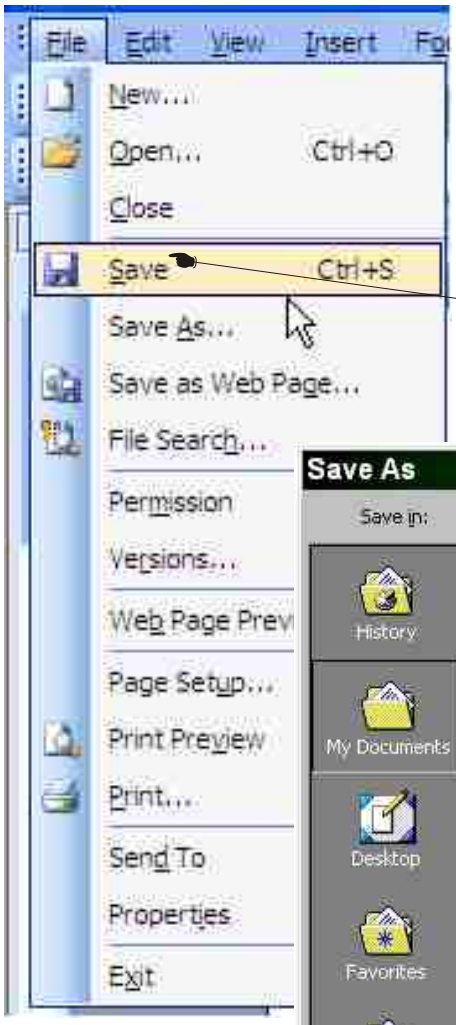
1. Press CTRL + ALT + Delete
2. Click in the User Name box (ALT + U). Type your Login Name, press TAB.
3. Type your personal password, press Enter.
4. Click the WORD Icon in the Task Bar or
   Double click WORD Icon on the Desktop or
   Click START>Programs>MS Office>Word or
   Use the Keyboard: Press CTRL + ESC>P>Right arrow, then arrow down to MS Office>Right arrow, then arrow down to Word
5. Begin Typing

Save

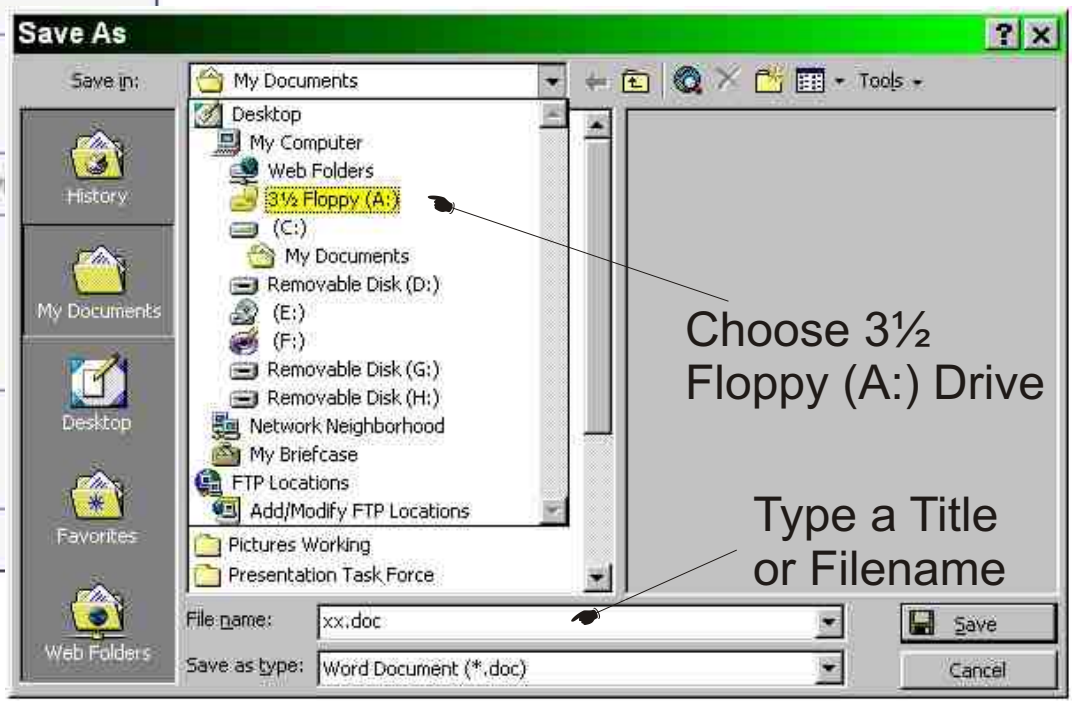
Keyboard Ctrl + S

Mouse

Pull-Down Menus



Usually Choose Save.
Use Save As to change
A file's name or location.



Choose 3½
Floppy (A:) Drive

Type a Title
or Filename

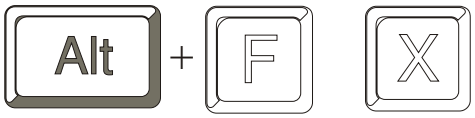
To Save and Continue:

1. Click File or Press ALT + F, Click Save or Press S.
   or Click Save Icon or Press Ctrl + S.
2. Choose A Drive: Click Down Arrow by SAVE IN box,
   then on A: in list. Or type A: before your title.
3. In the FILE NAME box, type a TITLE (Word will add ".doc")
4. Click SAVE or Press ENTER.

NOTE: You may save as often as you wish.

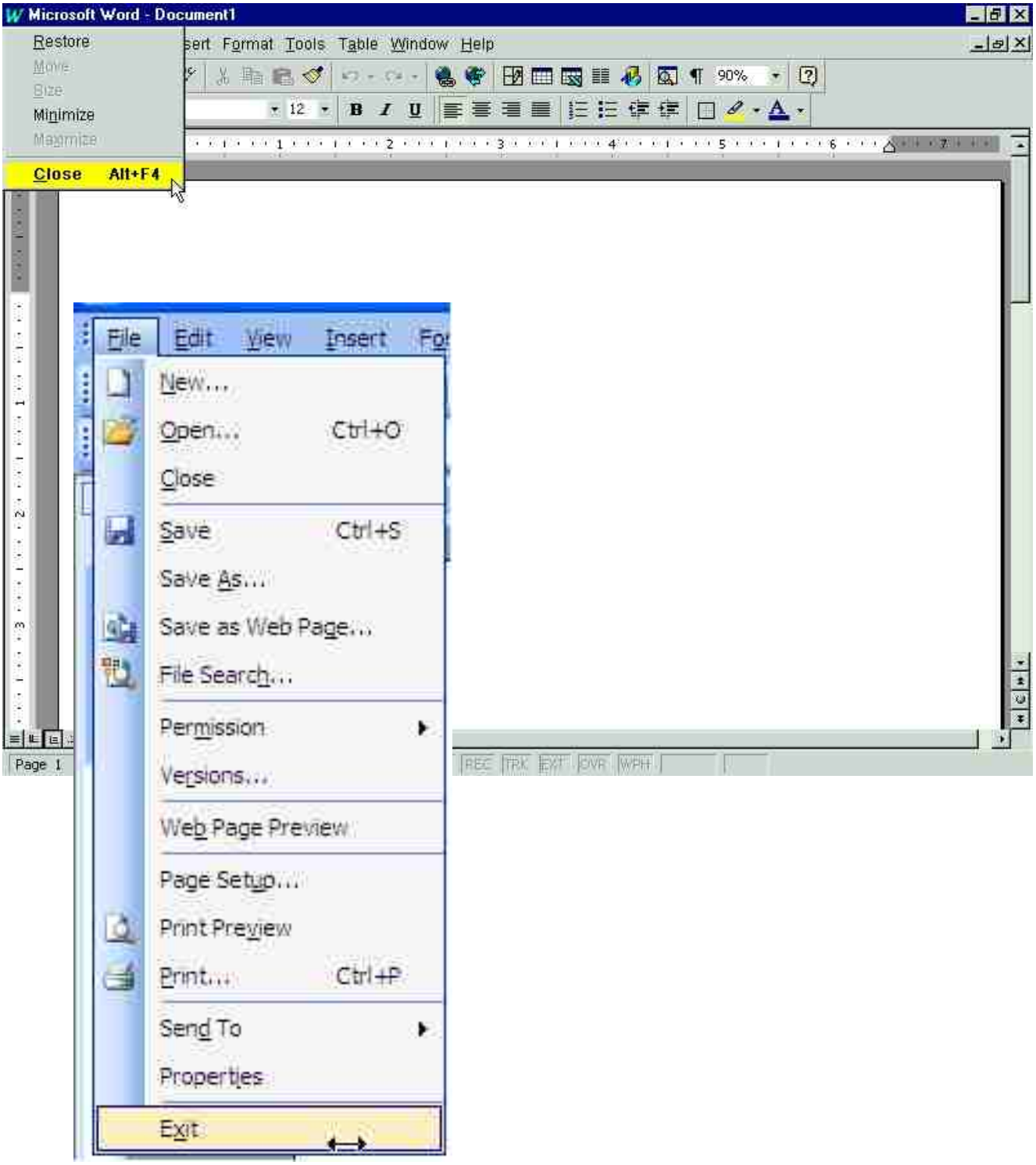
Save & Exit

Keyboard

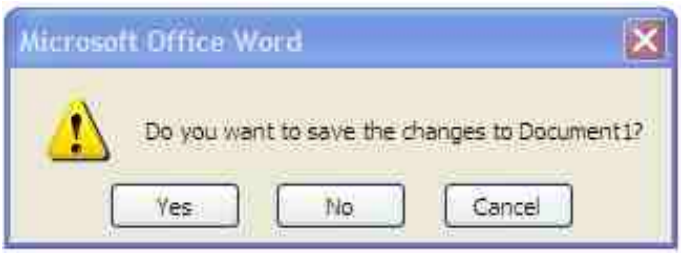


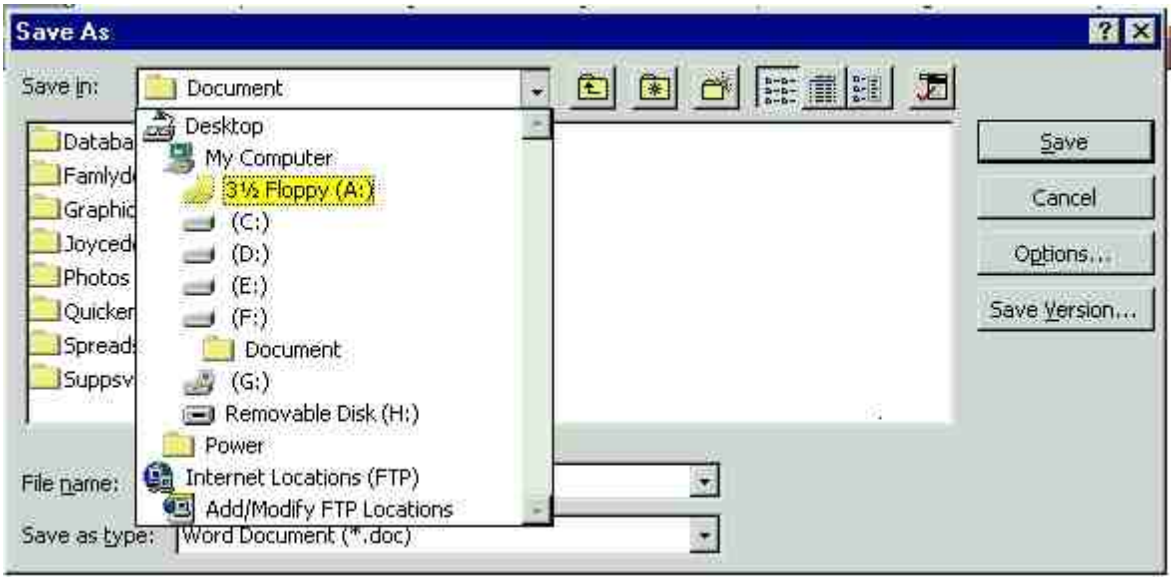
Mouse

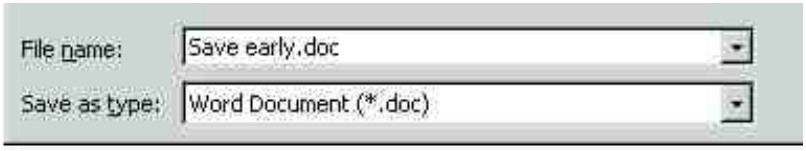
Pull-Down Menus



Save & Exit (cont.)



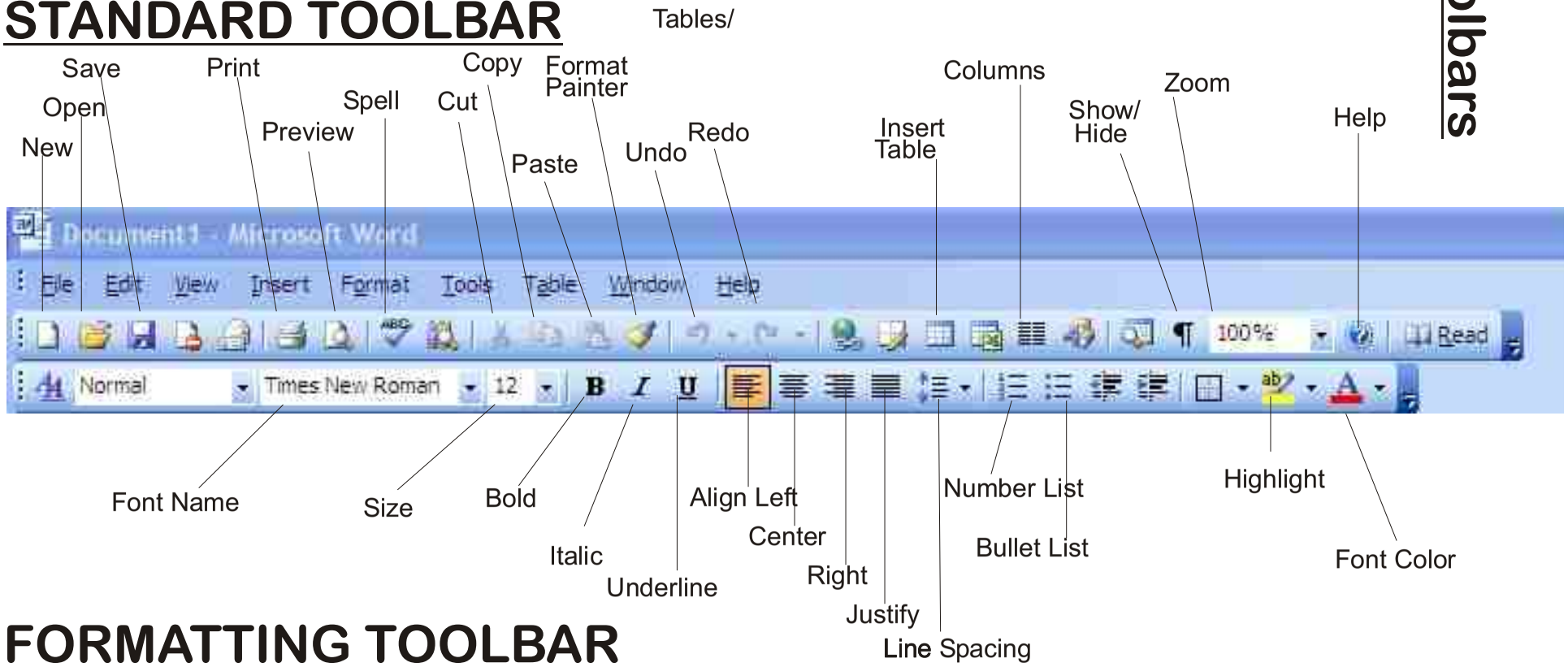




To Save and Exit:

1. Click File or Press ALT + F, Click Exit or Press X.
   or Click X in Upper Right Corner or Press ALT F4.
2. Word will ask if you want to save your document.
3. Click YES, or Press Y, or ENTER to save.
4. Choose A Drive: Click Down Arrow by SAVE IN box,
   then on A: in list.
5. In the FILE NAME box, type a TITLE (Word will add ".doc")
   To use the file in Windows 3.1, limit title to 8 letters.
6. Click OK or Press ENTER.

STANDARD TOOLBAR



FORMATTING TOOLBAR

NOTE: All activities performed by clicking icons on a toolbar can also be completed using the keyboard, for example:

Alignment Shortcuts

Center	Ctrl + E
Left	Ctrl + L
Right	Ctrl + R
Justify (Full)	Ctrl + J

Line Spacing Shortcuts

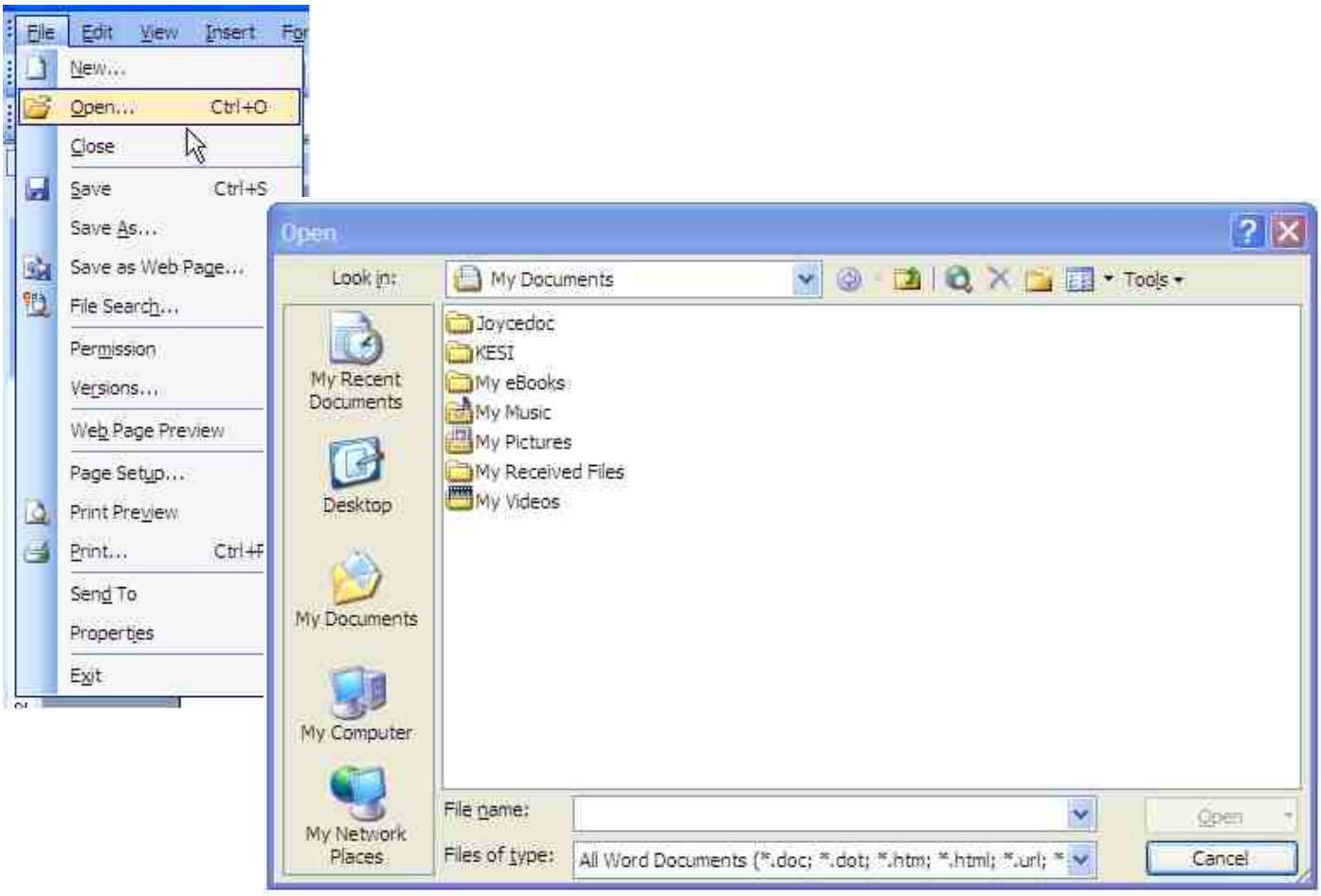
Single Space	Ctrl + 1
Double Space	Ctrl + 2
1 and ½ Space	Ctrl + 5

Open

Keyboard Ctrl + O

Mouse

Pull-Down Menu



To Open an Existing File:

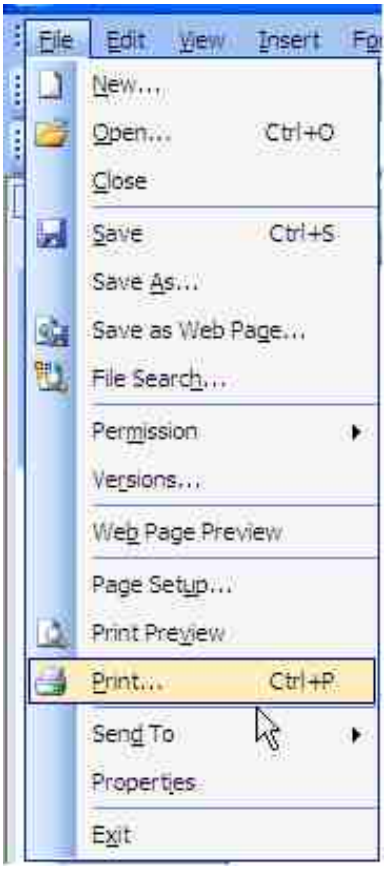
1. Click File, then Open or click the Open Icon (CTRL + O).
2. In the Look In box (Alt + i), Click the down arrow, then click on the drive where the file is located.
   (Press down arrow, then arrow up or down to drive).
3. If necessary, double click a folder to find your file.
   (Press Enter to open a folder)
4. Click on the file to open (arrow to file).
5. Click OPEN (press Enter)

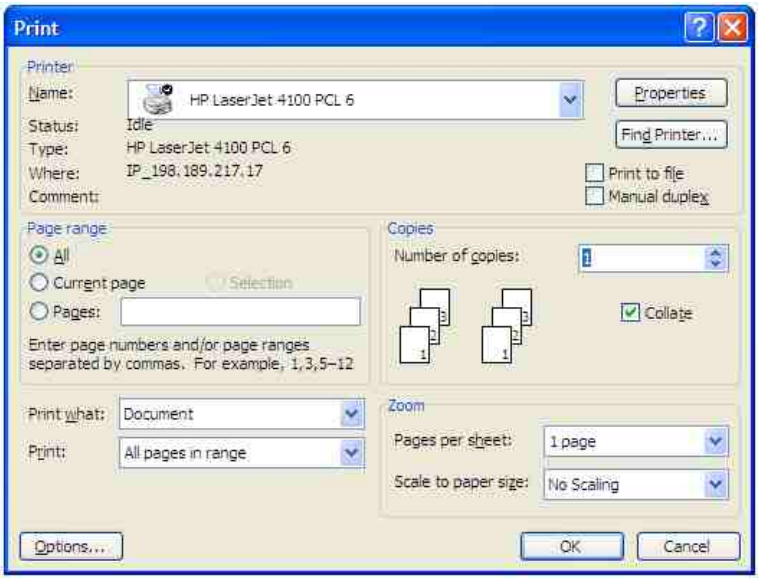
Print

Keyboard Ctrl + P

Mouse

Pull-Down Menu





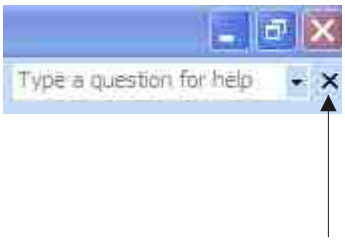
Printing a Document:

1. Click on File, then Print, or click the Print Icon (Ctrl + P).
2. Select the Page Range (usually ALL).
3. Select the Number of Copies (usually 1).
4. Click OK or press Enter.

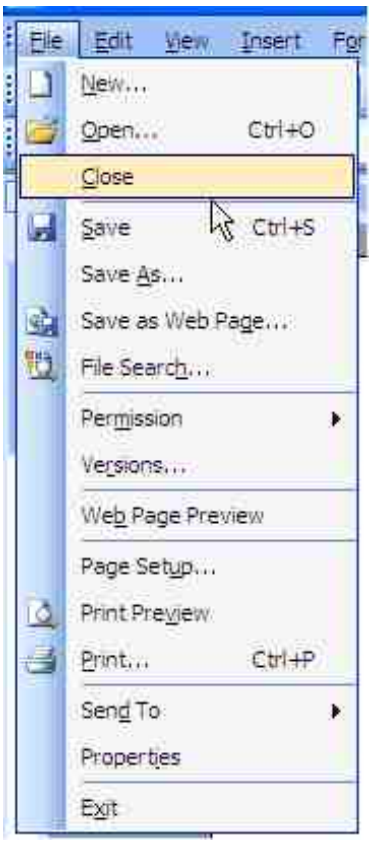
Note: In BC labs, you must use your GADES card
To pay for printing (10 cents per page)
Use Print Preview determine number of pages

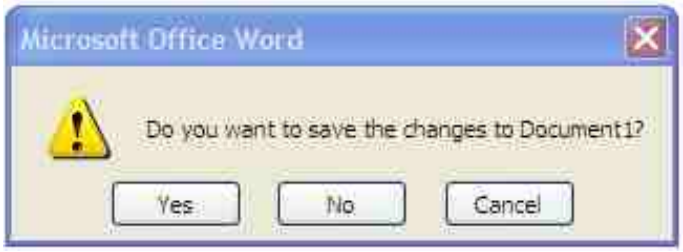
Close

Keyboard

Mouse 

Pull-Down Menu



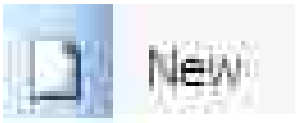


Closing a Document without Closing Word:

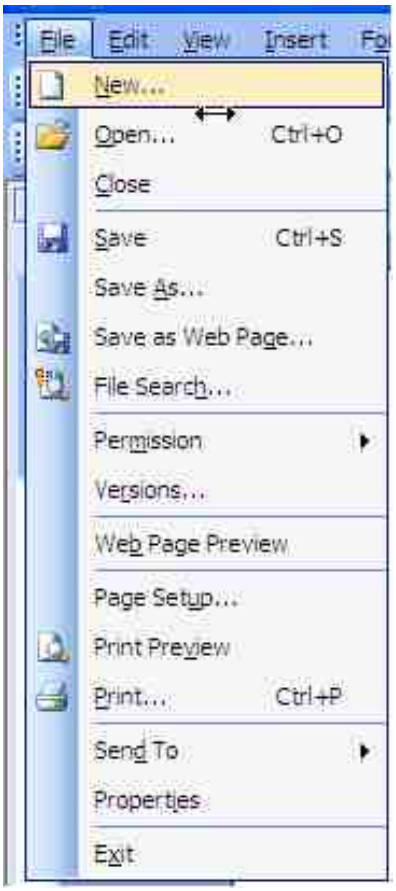
1. Click on File, then Close (ALT+F, C).
2. A dialog box asks whether you want to save changes. .
3. Click Yes (Y or Enter) to save.
4. If you have not yet saved the document, the Save As dialog box appears.
5. In the “Save In” box (Alt + I), click down arrow, click A: (Use down arrow on keyboard, press Enter on A:)
6. Press TAB or click in “File Name” box.
7. Type a name for your document
8. Click SAVE (ALT + S or Enter).

New Document

Keyboard Ctrl + N

Mouse 

Pull-Down Menu



To begin a new document:

1. First save your current document.
   You may close the current document or leave it open.
2. Click File, then New or click Icon for New (CTRL + N).
3. Choose a document style (usually Blank Document).
   (Use TAB and arrows).
4. Click OK (or press Enter) if you used the side frame.

Selecting Text

SHORTCUTS FOR SELECTING TEXT

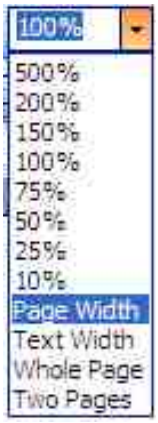
To Select:	Do This:
A Word	Double-click it, or place cursor before or after the word, then hold Shift + arrow right or left over the word.
A Line	Click in the left margin by the line, or place cursor at the beginning of the line, then hold Shift + END.
Many lines	Drag mouse down lines or left margin, or hold Shift while arrowing down or over lines.
A Paragraph	Triple-click it, or double-click left margin by the paragraph, or place cursor at the beginning of the paragraph, then hold CTRL + Shift + Down Arrow.
Some Text	Click at beginning of text, hold Shift, then click at the end of the text to be selected, or place cursor at the beginning of the text to be selected, then Shift + arrows

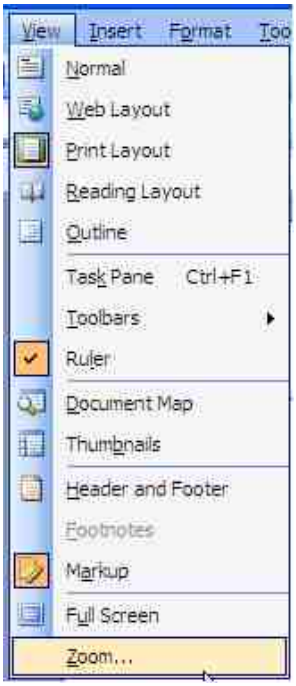
From Cursor to End - CTRL + Shift + End

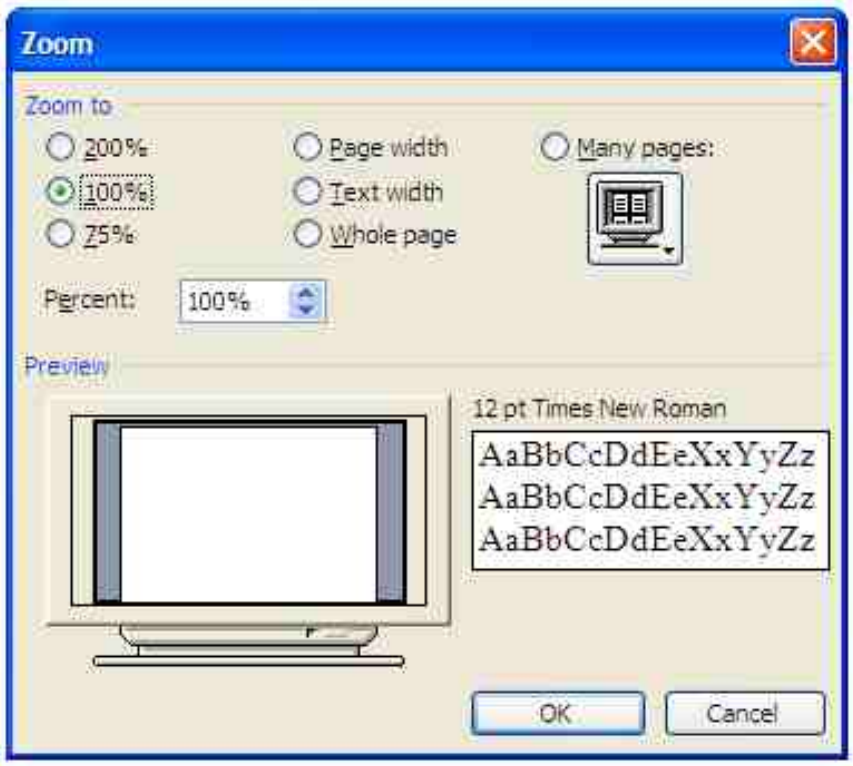
A Document	CTRL + click left margin, or triple-click left margin, or choose EDIT, SELECT ALL, or press CTRL + A.

View/Zoom

Keyboard

Mouse 

Pull-Down Menu 



Changing the View (Zooming in and out):

1. Click on View then Zoom, or click on the arrow beside the viewing percent identified on the standard toolbar (ALT+V, Z).
2. Click on a desired zoom level (in dialog box use arrows to move among options, press Enter or click OK).
3. Or type a zoom percentage into the percent box.

Note: Zoom will not affect printout size.

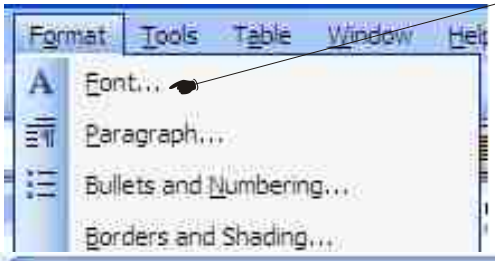
Font Changes

Keyboard Alt + O F

Mouse

Pull-Down Menu

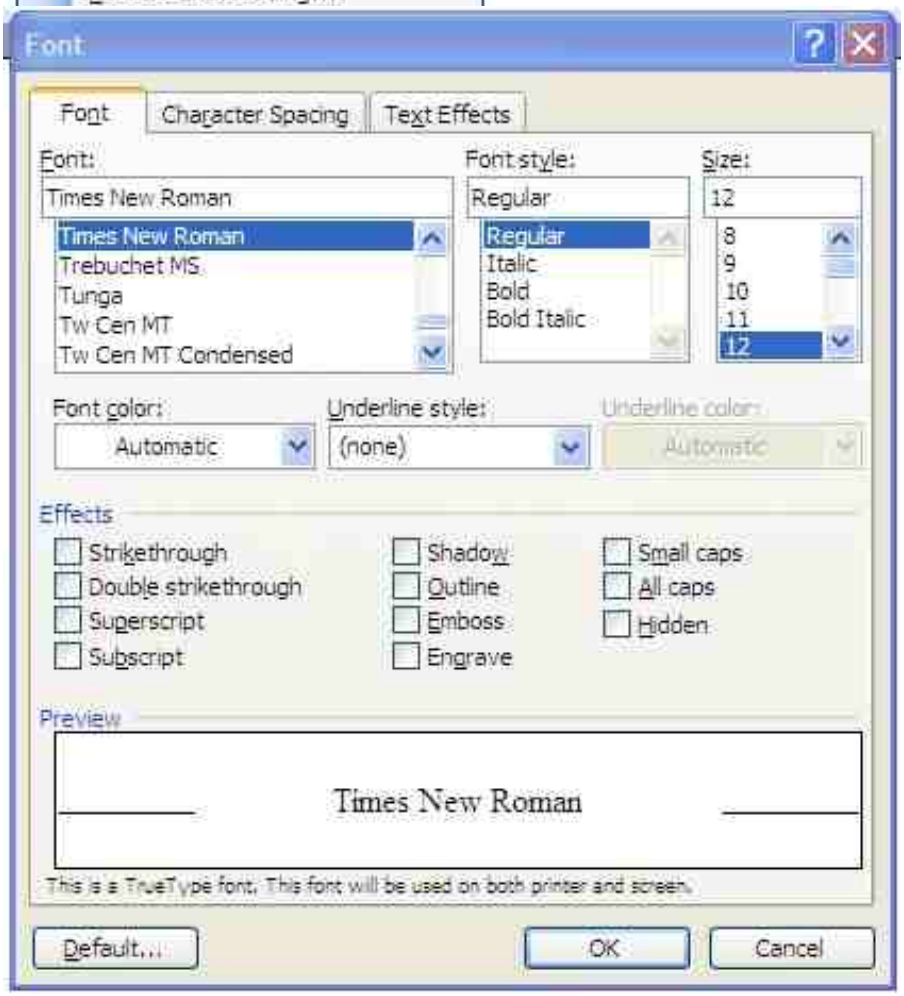
Format/
Font



Keyboard Ctrl B

Ctrl U

Ctrl I



Font Changes (Cont.)

Changing Font Size and Style:

1. Select Text to be changed or set font before typing.
2. Click on Format, then Font (ALT+O, F) or
   Right-click on text, then click on Font.
3. Click in or tab to boxes to change Font, Style,
   Size, Underlining, Color, etc.
4. Notice how your text will look in the Preview box.
5. Click OK or press Enter when finished.
6. QUICK METHOD: Select text, then
   Click font name, size, or style icons

Bonus:

Copies the format from a selected object or text and applies it to the object or text you click.

Format Painter

1. Place your cursor in the text that has the formatting you want to copy.
2. Click **Format Painter Icon (Ctrl + Shift + C)**, then select the text where you want to apply the formatting **(Ctrl + Shift + V)**.

Tip: To copy the target formatting to several locations, double-click **Format Painter**. Click the icon again or press ESC when you're finished.

Undo

Keyboard

Mouse

Pull-Down Menu

The Undo Command:

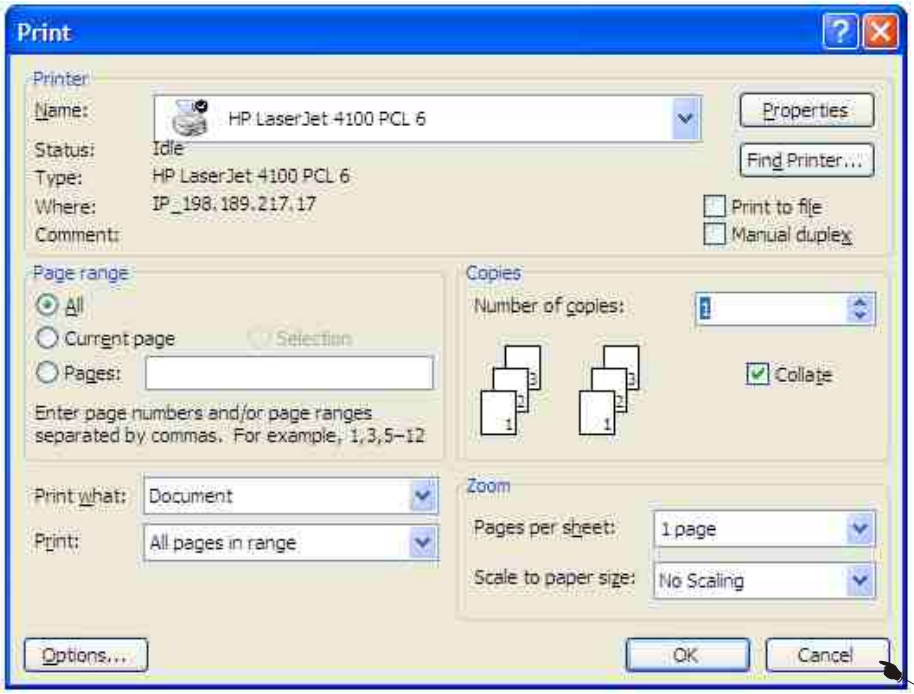
1. To undo a typing or editing action, click the undo button or click Edit, then Undo (Ctrl + Z).
2. To undo more than one action, click the down arrow to the right of the undo button. Click the action(s) in the list to undo. (Ctrl + Z repeatedly)
3. To redo an action after undoing it, click the redo button or click Edit, then Redo. (Ctrl + Y)
4. To redo more than one action, click the down arrow to the right of the redo button. Select the number of actions to redo by clicking on the items in the list.

Cancel

Keyboard

Mouse

(When available)



Cancel

The Cancel Command:

1. In a dialog box where the Cancel button is available, click the Cancel button to close the dialog box without implementing any actions.
2. The ESC (escape) key also closes dialog boxes without implementing changes.

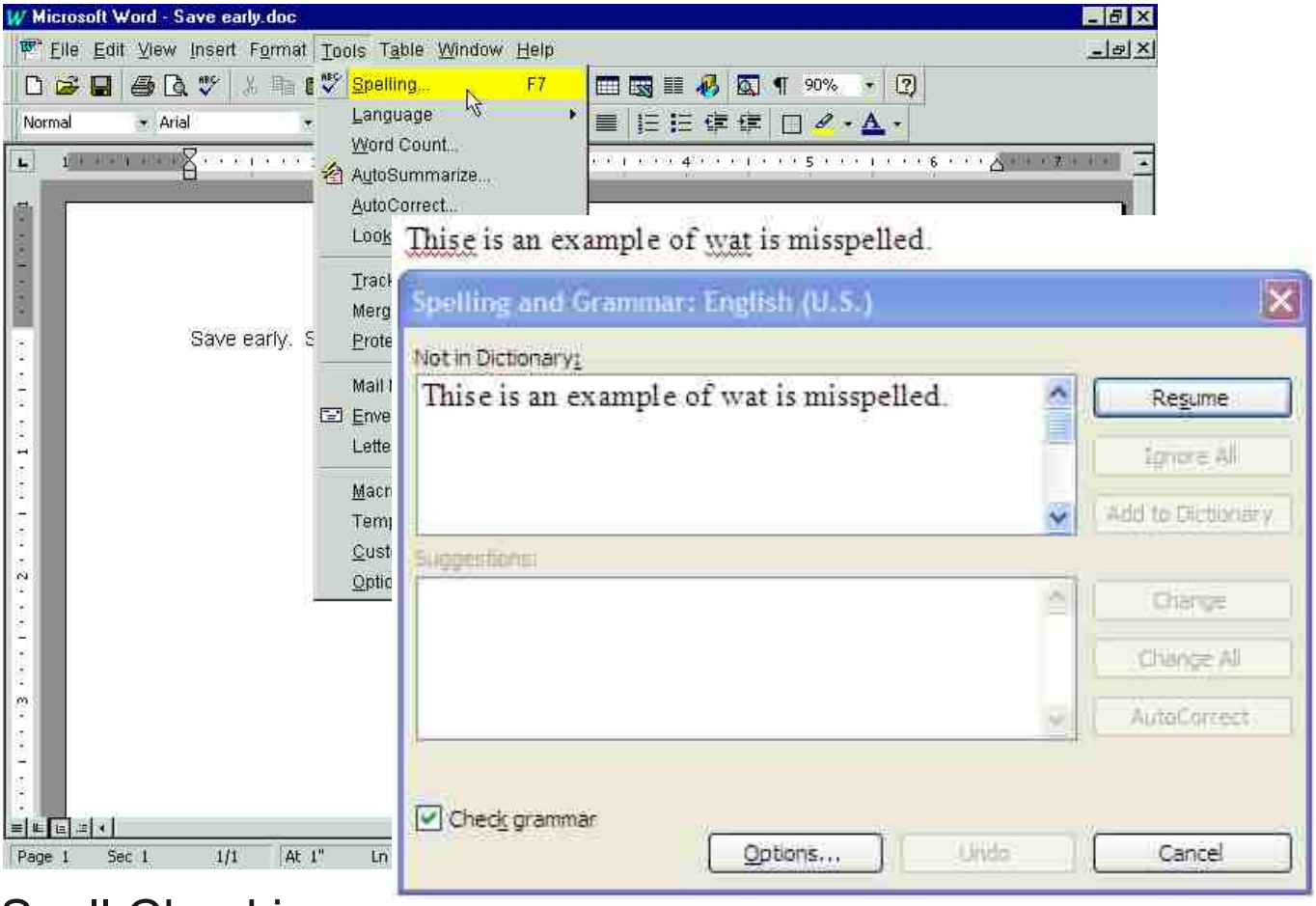
Note: If you already clicked OK or Enter, you might be able to undo the action with the Undo Command (see page 14).

Spell Check

Keyboard F7

Mouse

Pull-Down Menu



Spell Checking:

1. Click Tools, then Spelling (ALT+T, S) or press F7
2. You'll see a word in red which may be misspelled
3. If it's correct (i.e.: A proper noun), click ignore (ALT+I).
4. If it's misspelled, click on a correction in the suggestions box or press tab, then arrow to a correction or correct your error by retyping the word in the top box.
5. Click Change (ALT+C)
6. When finished, click OK or press Enter.
7. Quick Method: Right-click (Shift + F10) on misspelled word, then click or arrow to a correction in the fly-out menu.

Spacing & Alignment

Spacing

Keyboard

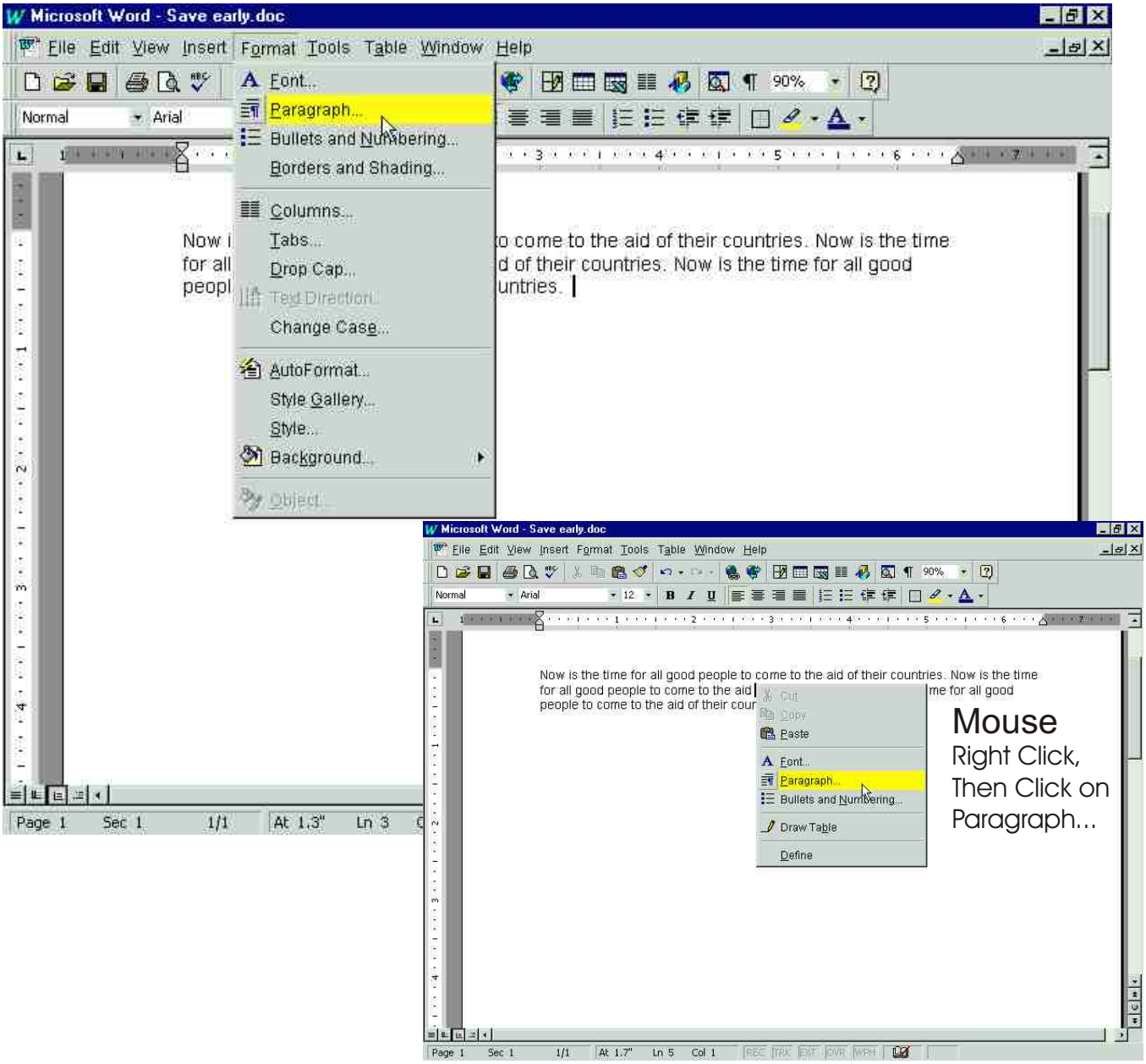
Ctrl + 1 Single

Ctrl + 2 Double

Ctrl + 5 1½

Mouse

Pull-Down Menus

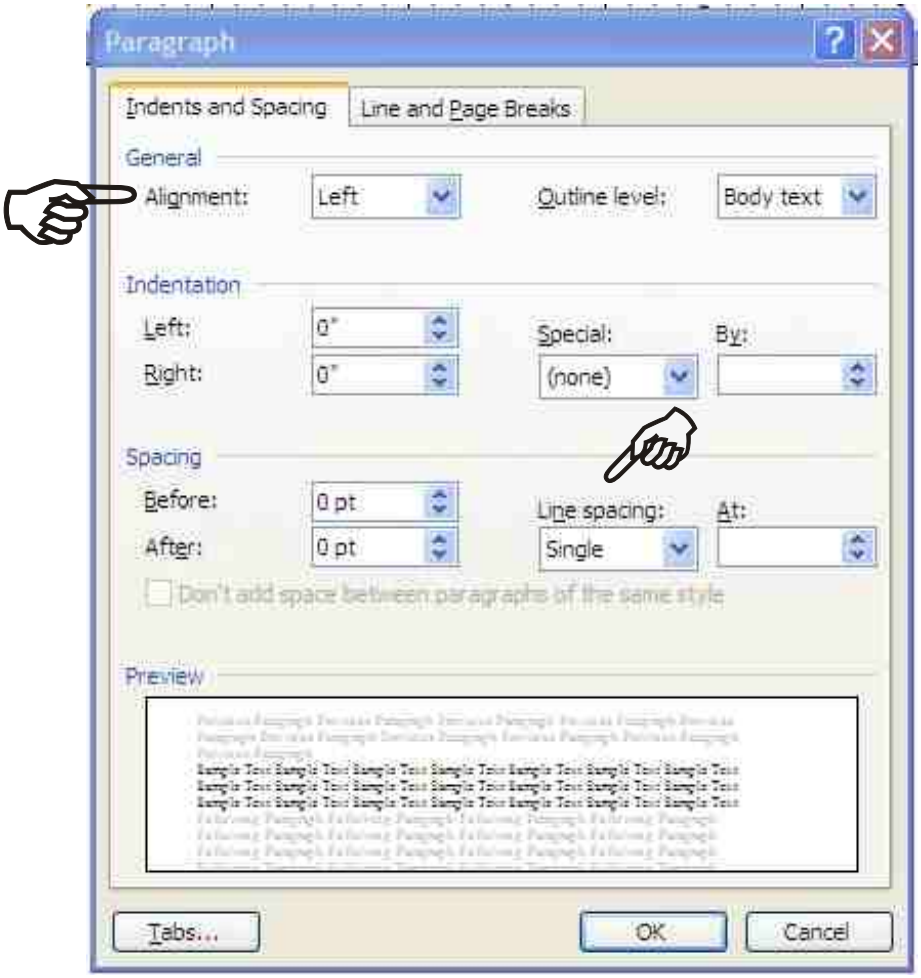

Microsoft Word - Save early.doc
File Edit View Insert Format Tools Table Window Help
Font...
Paragraph...
Bullets and Numbering...
Borders and Shading...
Columns...
Tabs...
Drop Cap...
Text Direction...
Change Case...
AutoFormat...
Style Gallery...
Style...
Background...
Object...
Normal
Arial
90%
Now is the time for all good people to come to the aid of their countries. Now is the time for all good people to come to the aid of their countries. Now is the time for all good people to come to the aid of their countries.
Page 1 Sec 1 1/1 At 1.3" Ln 3
Microsoft Word - Save early.doc
Now is the time for all good people to come to the aid of their countries. Now is the time for all good people to come to the aid of their countries.
Cut
Copy
Paste
Font...
Paragraph...
Bullets and Numbering...
Draw Table
Define
Page 1 Sec 1 1/1 At 1.7" Ln 5 Col 1

Mouse
Right Click,
Then Click on
Paragraph...

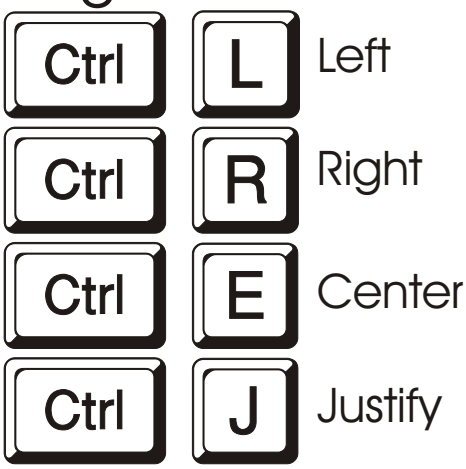
For step-by-step directions, see page 18.

Spacing & Alignment (Cont.)

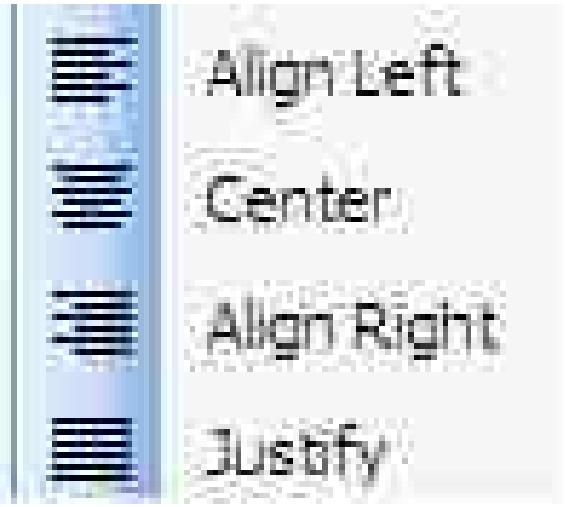
Keyboard



Alignment



Mouse



Line Spacing and Alignment:

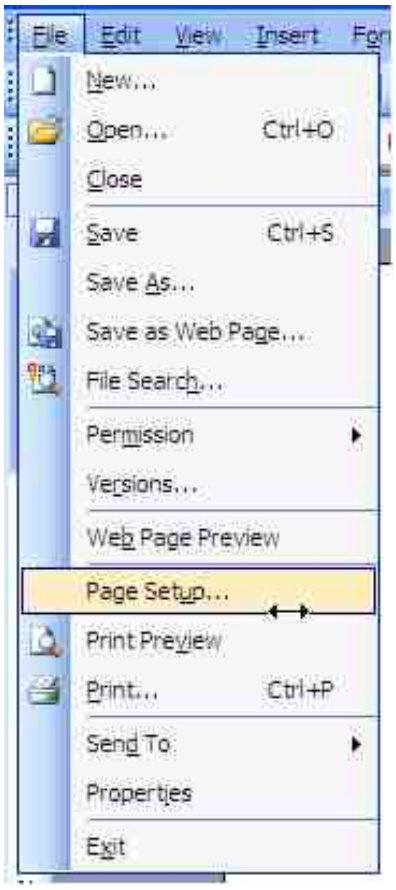
1. Spacing & Alignment may be changed before or after typing text.
2. Put cursor in text to be changed.
3. Click Format, (ALT+O), or Right-click.
4. Click Paragraph or (P).
5. Click in box for Alignment or Line Spacing or tab to it.
6. Type the first letter of the word you want (eg. L for Left), then press Enter, or click the option.
7. Click OK or press Enter.
8. If you prefer, use keyboard shortcuts or icon buttons.
9. To reveal Formatting, press Shift + F1

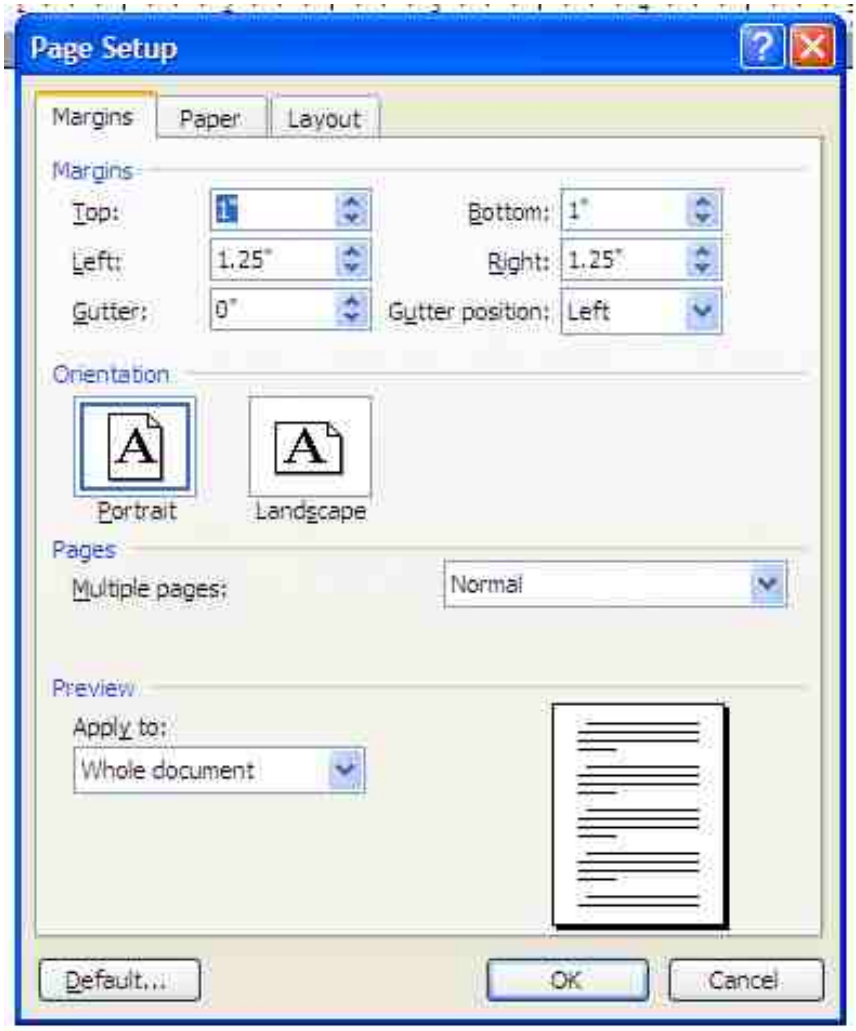
Margins

Keyboard Alt + F U

Mouse Click & Drag Ruler's Margins

Pull-Down Menu





Changing Margins:

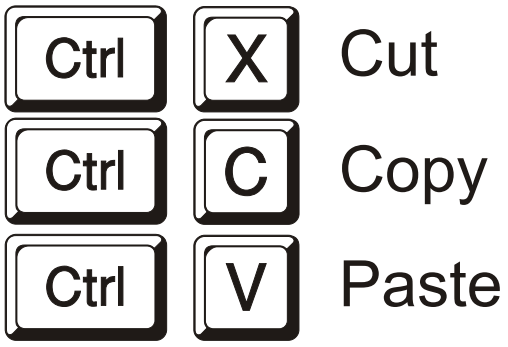
1. Click on File (ALT+F), then Page Setup (U)
2. Type a number for each margin area or use dials
3. Click from cell to cell or press tab or arrows
4. Click OK or Press Enter

Note: The "Apply to:" box identifies if margins will apply to whole document or from this point forward.

5. Also click Layout Tab (ALT + L). Make sure section start is "Continuous", not "New Page".

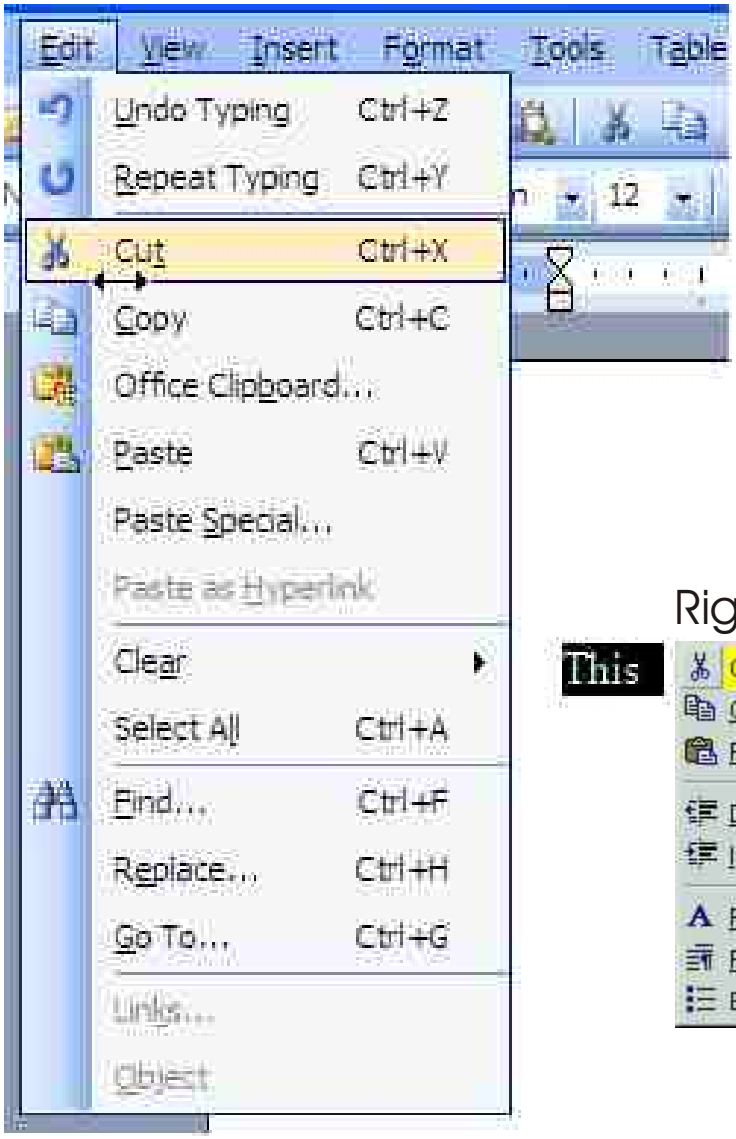
Cut, Copy & Paste Text

Keyboard

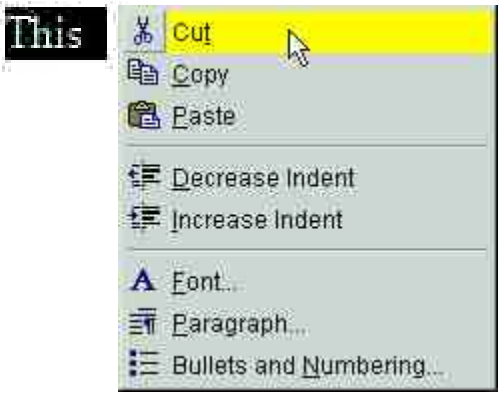


Mouse

Pull-Down Menu



Right Mouse Click



Cut, Copy & Paste Text (cont.)

Cut or Copy and Paste Text: Step-by-Step

1. Select text you want to cut or copy.
   (See Selecting Text on page 10).

2. Once text is selected, you can:

a. Drag it to a new location with your mouse, or

b. Choose EDIT, then CUT or COPY, (ALT+E, T for Cut or C for Copy). Click or arrow to a new location, then choose EDIT, PASTE (ALT+E, P for Paste), or

c. Press CTRL + X for CUT or press CUT Icon.
Press CTRL + C for COPY or press COPY Icon.
After text is cut or copied into the computer's memory, click or arrow to a new location where you want the text, then press CTRL + V for PASTE or click PASTE Icon, or

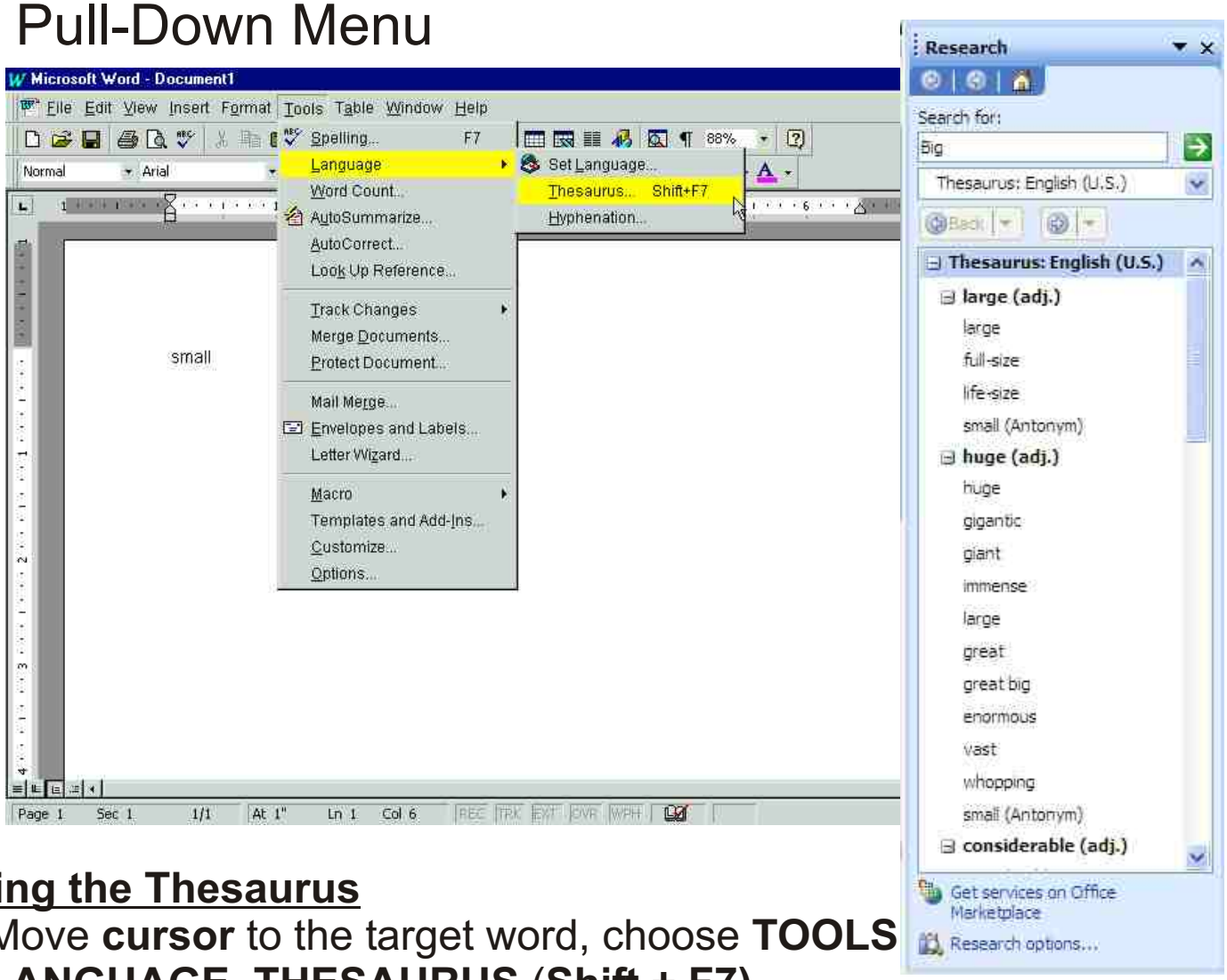
d. RIGHT CLICK and choose CUT or COPY, then PASTE.

NOTE: Once something has been copied or cut into the computer's memory, you may paste the it multiple times without having to copy or cut it again.

Thesaurus

Keyboard Shift + F7

Pull-Down Menu



Using the Thesaurus

1. Move **cursor** to the target word, choose **TOOLS LANGUAGE, THESAURUS** (**Shift + F7)**.
2. Your target word is in the Search for box, and you see **meaning** in the **Bold** with corresponding synonyms below.
3. Some words even have Antonyms.
4. To find more synonyms, click a word (Tab, then arrow, then press Enter).
5. To go **back** to a previous word, click the Back icon (Tab, arrow)
6. To use a new word, click the down arrow to its right, then choose **Insert** (Shift + F10 or Right Click Button, I).

Note: To switch between active frames in Word, press F6.

Show/Hide & Word Count

Keyboard Alt + T O

Mouse

Show/Hide:

While you view or edit a document, you can display characters - such as tab, spaces, and carriage returns – that don't appear on the printed page. That way you can easily see if you added an extra space between words, typed spaces instead of a tab, etc.

1. Click the Show/Hide Icon
2. To hide the non-printing characters again, click the Show/Hide Icon again.

Word Count:

1. For the total number of words in your document and other statistics, click Tools (ALT + T), then **Word Count** (W).

2. To see the number of words in a portion of your document, select text, the click Tools (Alt + T), Word Count (W).

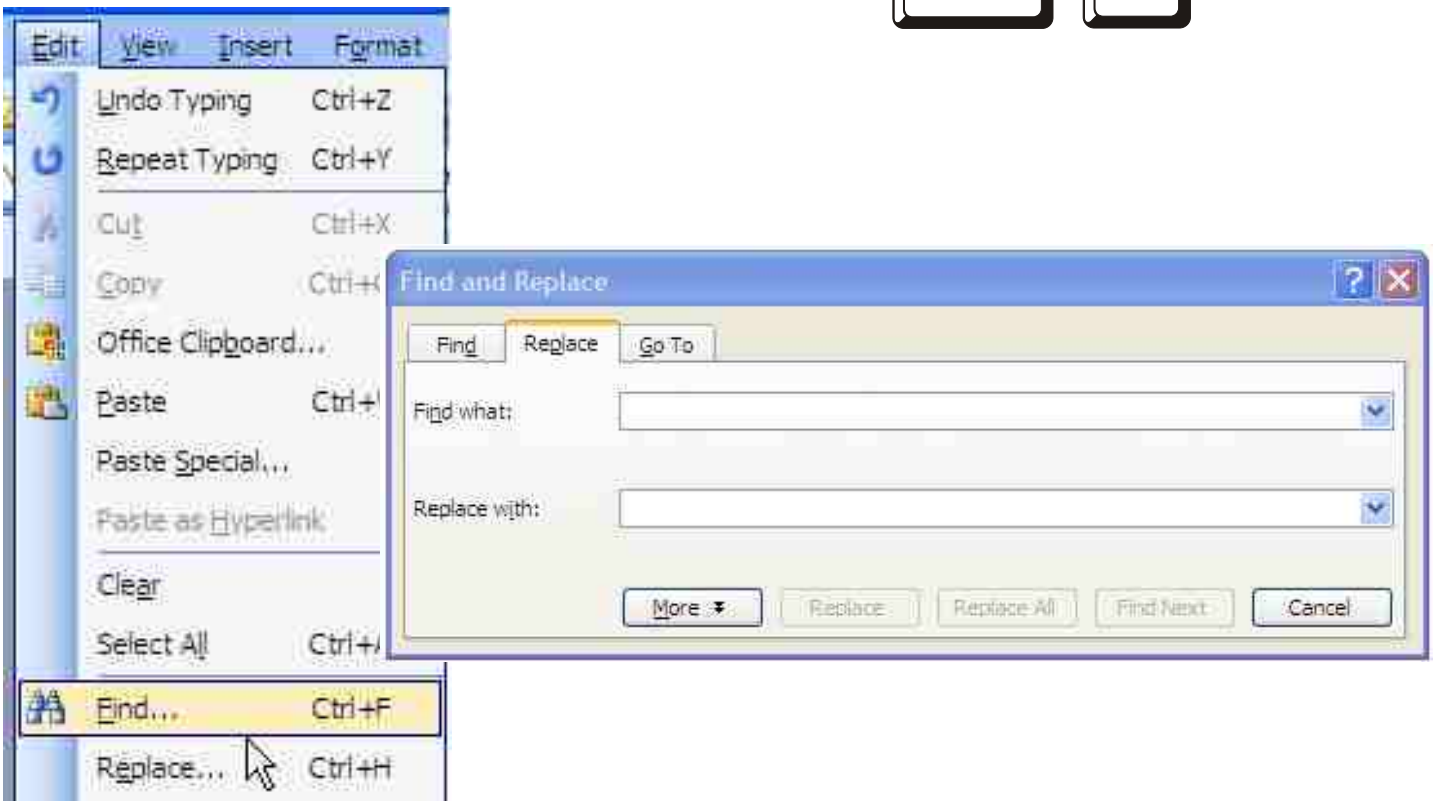
3. To close the information box, click CLOSE or press ESC.

Find & Replace Text

Keyboard Ctrl + F

Ctrl + H

Pull-Down Menu



Finding Text:

1. Click on Edit, then Find (CTRL + F).
2. Type a word or phrase to find.
3. Click Find Next button (ALT + F).
4. To find additional instances of the word or phrase, continue to click the Find Next button (ALT + F).

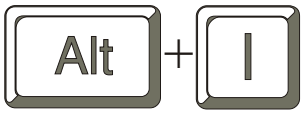
Finding & Replacing Text:

1. Click on Edit, then Replace (CTRL + H).
2. Type a word or phrase to find. Press TAB. Type a replacement in Replace With box.
3. Click Replace button (ALT + R).

Extra Features:

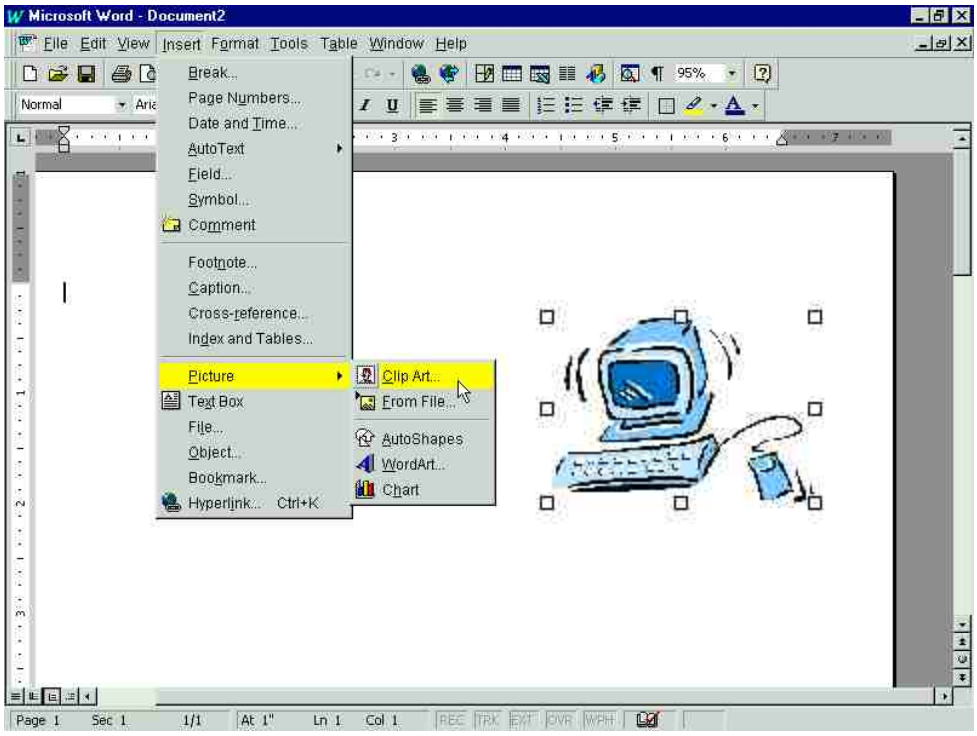
Click the More button (ALT + M). Use check boxes, Format (ALT + O) or Special (ALT + E) buttons if desired.

Pictures

Keyboard 

Mouse

Pull-Down Menu



To Insert a Picture:

1. Click on Insert (ALT+), Picture (P), Clip Art (C)I
2. On the Clip Art frame, click Organize Clips (F6 to switch between frames, Tab and arrow within frame).
3. Click NOW (Alt + N) so Word categorizes clip art.
4. Click the + in front of “Office Collections” (Right arrow)
5. Clilck on any category (or click + to expand a category). Keyboard -- TAB and Arrows to navigate
6. To paste a picture into your document, either drag it or Right click on the picture (Shift + F10), choose COPY (arrow to copy, then press Enter), click in your document (ALT + TAB) and click Paste icon (Alt + V)

Pictures (Cont.)

Mouse

To Resize a Picture:

1. Insert a picture from the clip art gallery or from a file.
2. Click on the picture and see the “handles” appear on all 4 corners and the center of the top and sides.
3. Move your cursor over the picture near the corners until the pointer turns into a double arrow.
4. Click and drag toward the center to shrink the picture, or away to enlarge it. The picture remains proportional.

Note: If your drag a center handle, the picture will change sizes disproportionately. To restore the picture to its original size, click the last icon (Restore) on the Picture Toolbar.

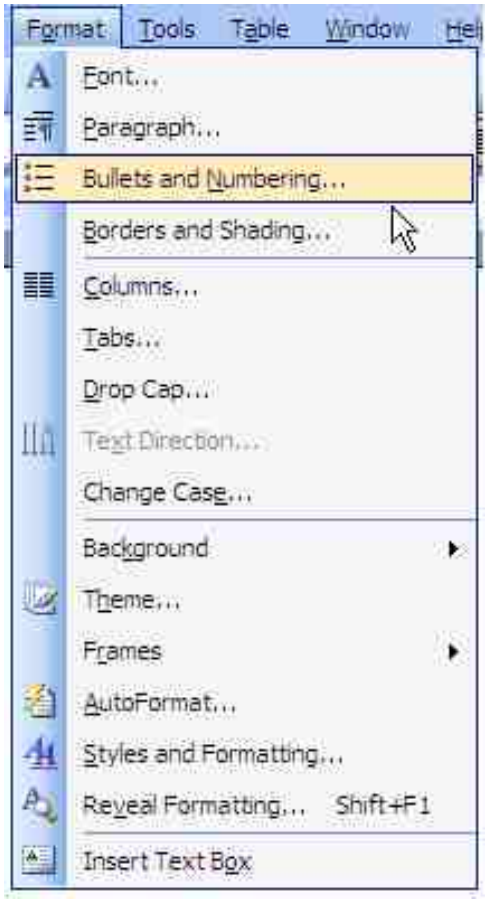
To Move a Picture:

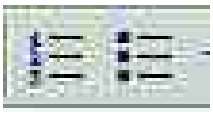
1. Insert a picture from the clip art gallery or from a file.
2. Right-click the picture, then left click “Format Picture” (or choose the “Format Picture” Icon from the Picture Toolbar).
3. Click the “Layout” tab.
4. Select “In Front of Text”.
5. Click the “Advanced” button.
6. On the “Picture Position” tab, deselect the Option: “Move object with text”.
7. Click “OK” twice or press Enter twice.
8. Click on the picture and drag it anywhere on the page.

Bullets and Numbering

Keyboard Alt + 0149
Type a number

Pull-Down Menu



Mouse 

Bullet and Number Lists:

1. Click on the icon for Bullets or Numbering before or after typing text. (ALT+0149 for bullets, begin with a 1 for a numbered list.)
2. Type text for the first item in the list.
3. Press Enter. Word will create another bullet or the next number in the sequence.
4. Continue to type, then press Enter for each item.
   Note: If any items are longer than one line, Word will align them correctly with the previous text.
5. To start a new line without adding another bullet or number, press SHIFT+Enter.
6. After the last item in the list, press Enter, then press backspace or re-click the icon to stop the list.
7. To select other bullet or number styles, click Format, then Bullets (ALT + O, N).

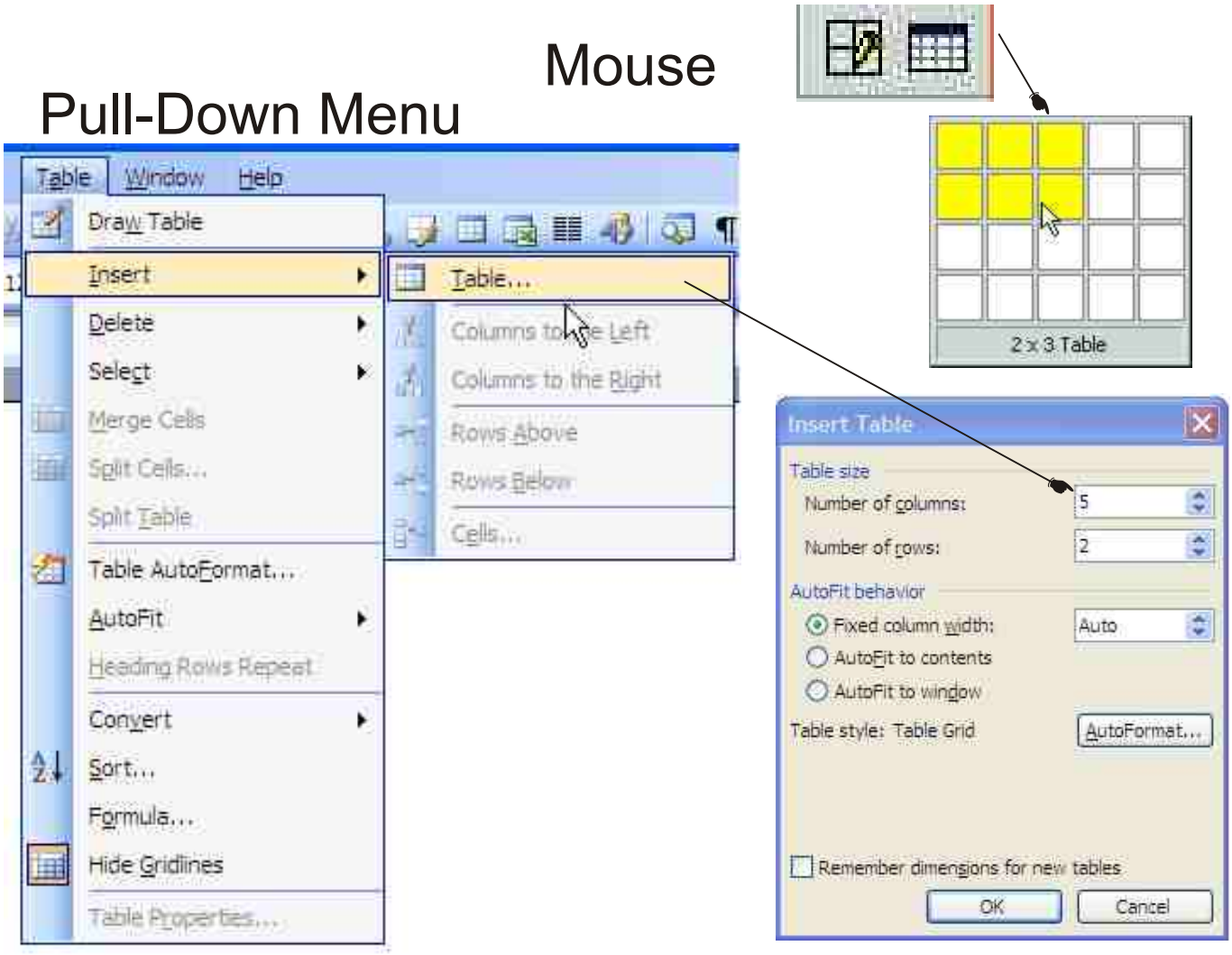
Note: Use Format>Paragraph>Line Spacing After to change the amount of space between each item in a list.

Tables

Keyboard

Mouse

Pull-Down Menu



Tables:

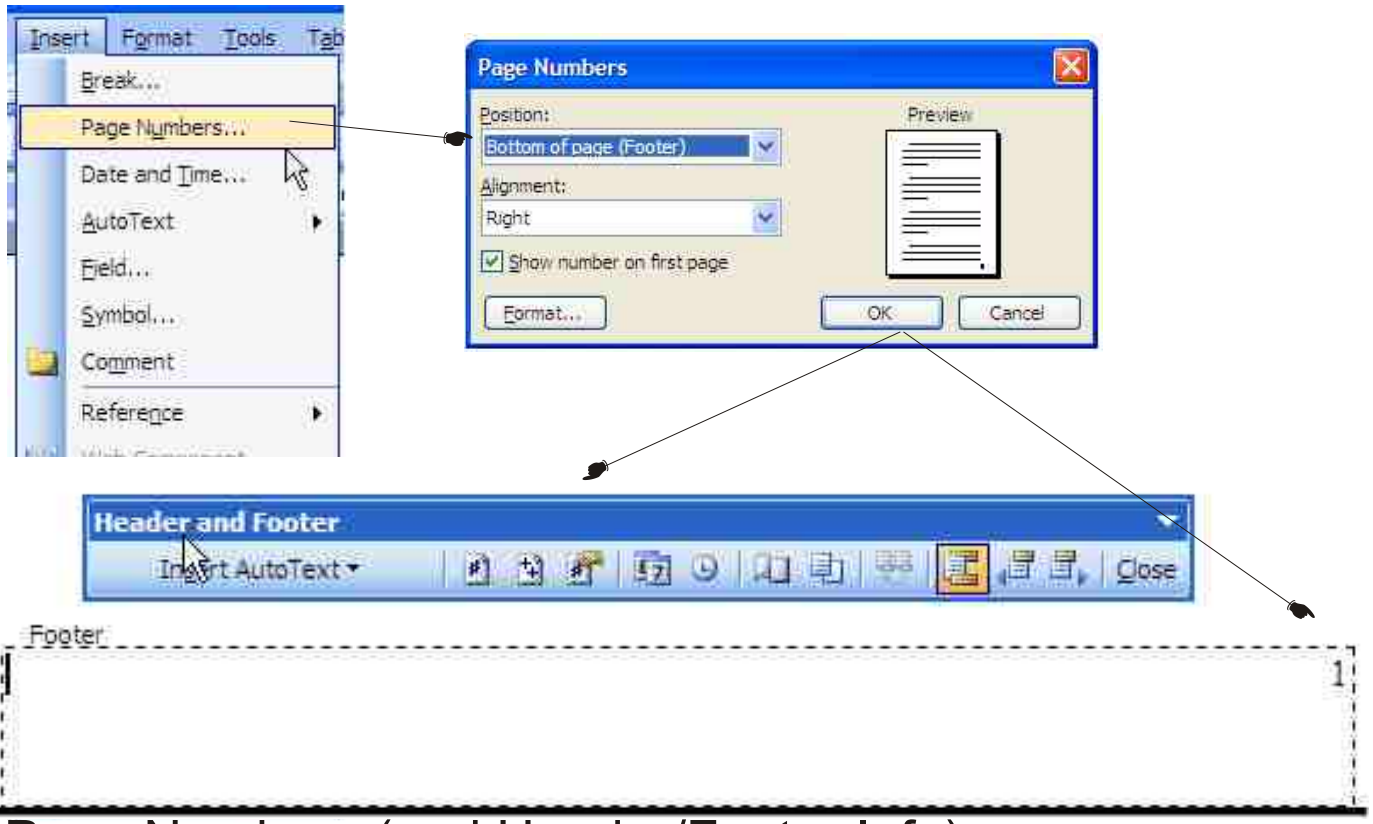
1. Click Table, Insert, Table (ALT + A, I) or Insert Table Icon.
2. Type the number of Columns, press TAB, number of rows, or use dials. Or drag mouse over desired number of rows/columns on Insert Table Icon.
3. Or draw a table: Table, Draw Table (ALT + A, B) or click Tables & Borders Icon. Drag mouse to draw.
4. Click from cell to cell or press tab or arrows.
5. In a table, press Enter within a cell to enlarge it.
6. Drag cell borders to resize them.
7. Right-click or use Table menu for more options.

Page Numbers (Headers/Footers)

Keyboard Alt + I U

Mouse (If available)

Pull-Down Menu



Page Numbers (and Header/Footer Info):

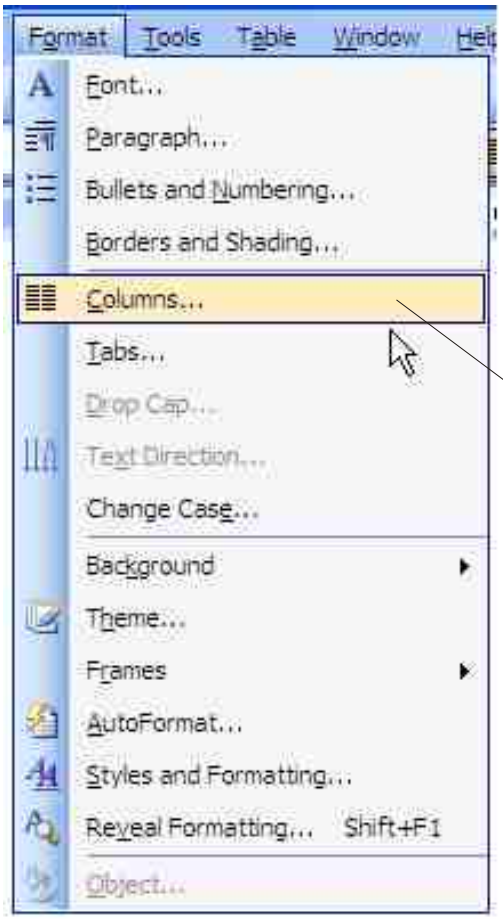
1. Click on Insert, Page Numbers (ALT + I, U) or Page Numbering Icon if available. Or click View, Header and Footer (Alt+V, H).
2. Click or TAB to select Position, Alignment, and whether you want page numbering on the first page.
3. Click OK or press Enter.
4. To add other Header or Footer information (Titles, Date, etc.), double click on dimmed page number or Click View, Header and Footer (ALT + V, H).
   A dotted box will appear showing the header or footer.
5. Type text (use normal font, size, and alignment tools) or choose from preset options. Click Close (ALT + C).

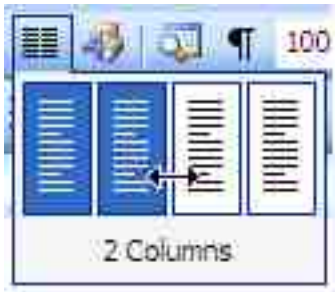
Columns

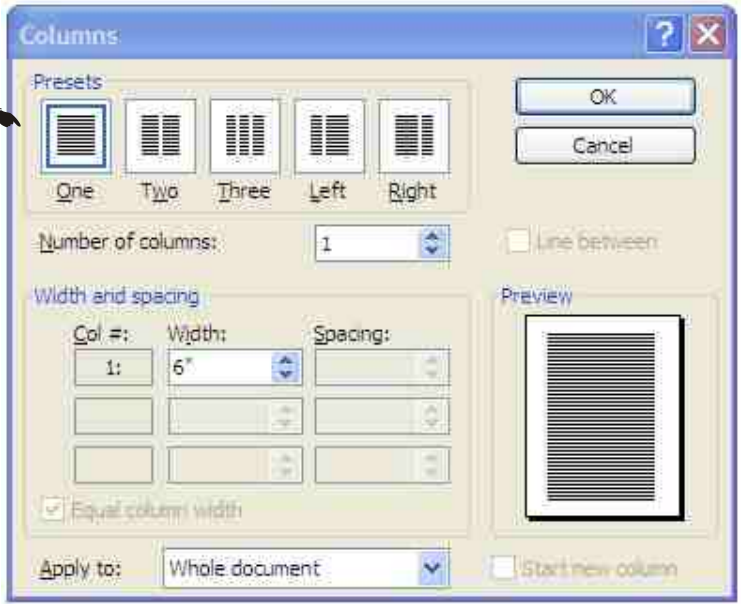
Keyboard

Mouse

Pull-Down Menu







Creating Columns:

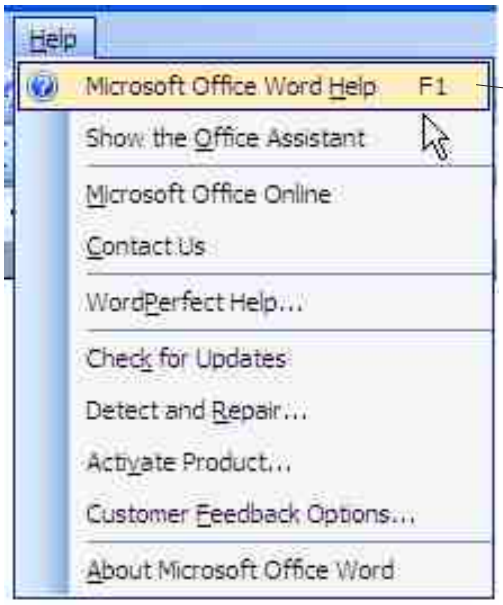
1. Select text for columns or set columns before typing.
2. Click Format, Columns (ALT + O, C) or Columns icon.
3. Click or type number of columns. Click OK or Enter.
4. In the dialog box you may choose to apply columns to whole document, selected text, or this point forward (Alt + A, then arrow up or down, Enter).
5. Dialog box allows you to identify column widths and spacing, and if you want a line between columns.

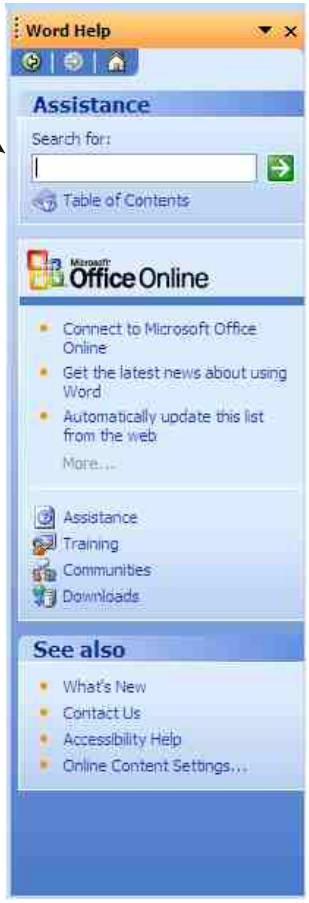
HELP!

Keyboard F1

Mouse

Pull-Down Menu





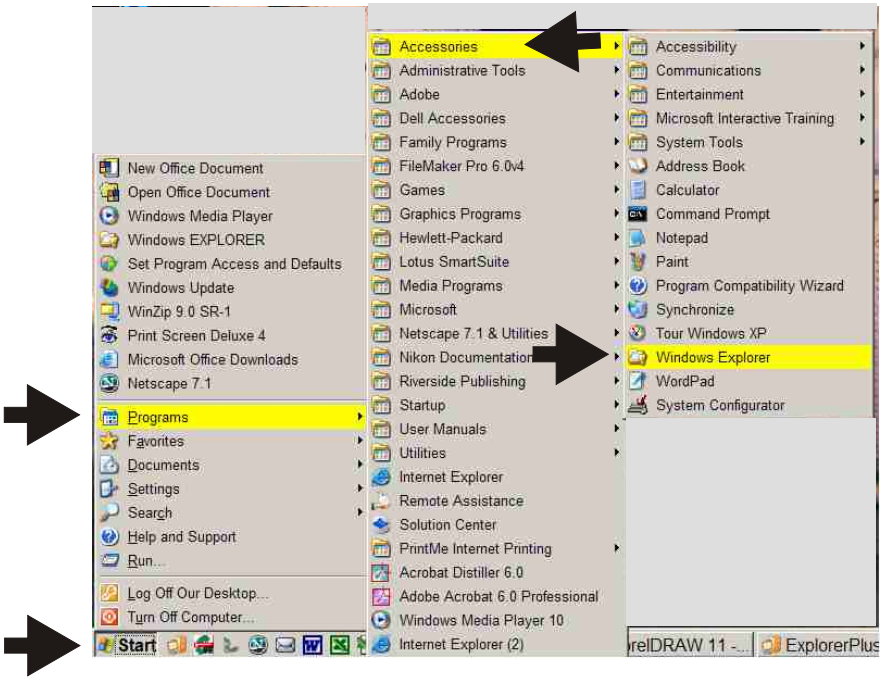
Help

- Most dialog boxes have a HELP Icon next to the Exit Icon (F1)
- Click the **Help icon ?** On the Standard Toolbar (F1)
- Choose **Help**, **Microsoft Office Word Help.** (F1)
  The Help frame will open at the right (F6 switches between frames). Type a word or phrase in the "Search for:" box, Click green arrow to go to that topic. (Enter)
- For a list of help topics, click or TAB to **Table of Contents.**
- For the Help Assistant, click Help, Show the Office Assistant (Alt + H, O). Click on the Assistant, then type a question, click Search (Alt + S).

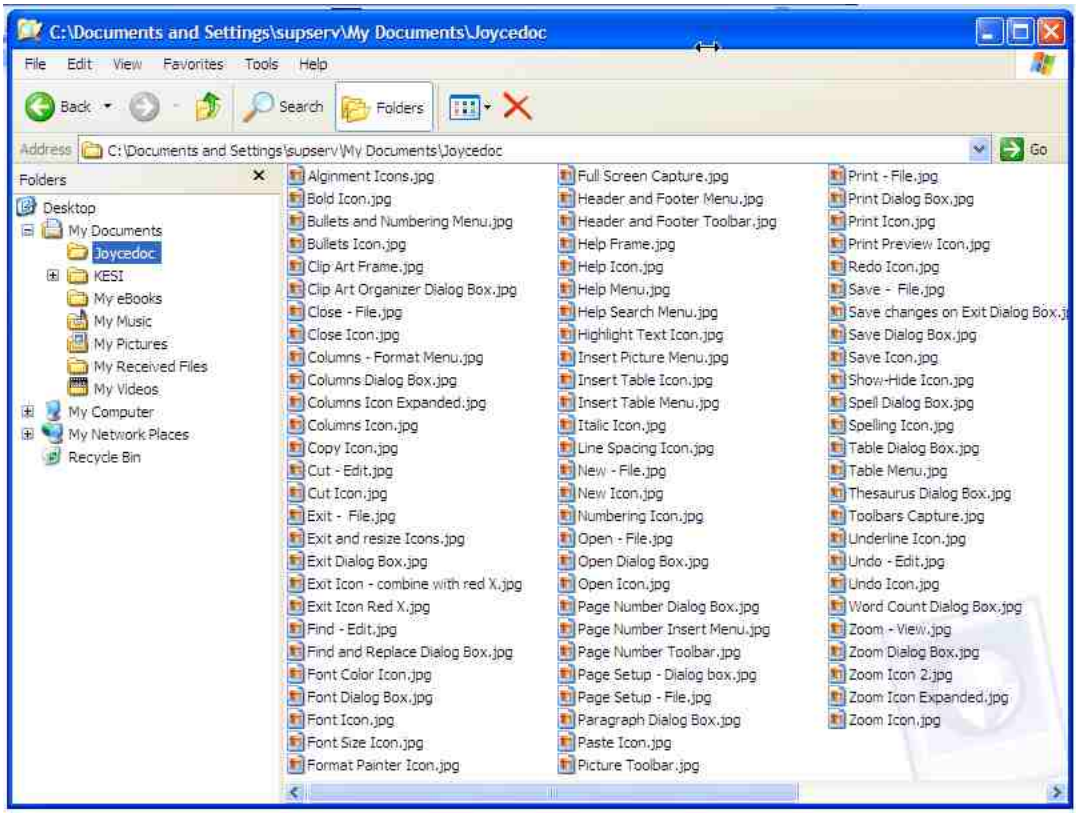
Organizing Files (With Windows Explorer)

Keyboard Ctrl + Esc P

Pull-Down Menu Mouse



(If available)



Organizing Files (With Windows Explorer) Cont.

Organizing Files:

1. Launch Windows Explorer from START, PROGRAMS, ACCESSORIES, Windows Explorer (CTRL + ESC, P, Right Arrow, then Down Arrow to Explorer), or click the Windows Explorer Icon if available.

2. Click on 3½ Floppy (A:) or use Up or Down Arrows to navigate to your disk. Click in the Right Frame or press TAB to switch to the Right Frame (Shift + Tab returns). You may choose any file in the list by clicking on it or arrowing to it.

3. Double click or press Enter to open any files in right window.
   This shows the contents of the file. Close the file and return to Windows Explorer.

4. In the folders list (left frame) click on + sign or press right arrow to expand the folder and see sub-folders.

5. Click on FILE (Alt + F) or Right Click (Shift + F10) for a menu of available actions such as delete (D), or rename (M).

6. Follow the directions on screen.

7. To Close Windows Explorer, click the Red X or File, Close (Alt + F, C).

Sending E-Mail and Attachments

1. Double Click on the Internet Explorer Icon (or Start/Program Files/Internet Explorer)

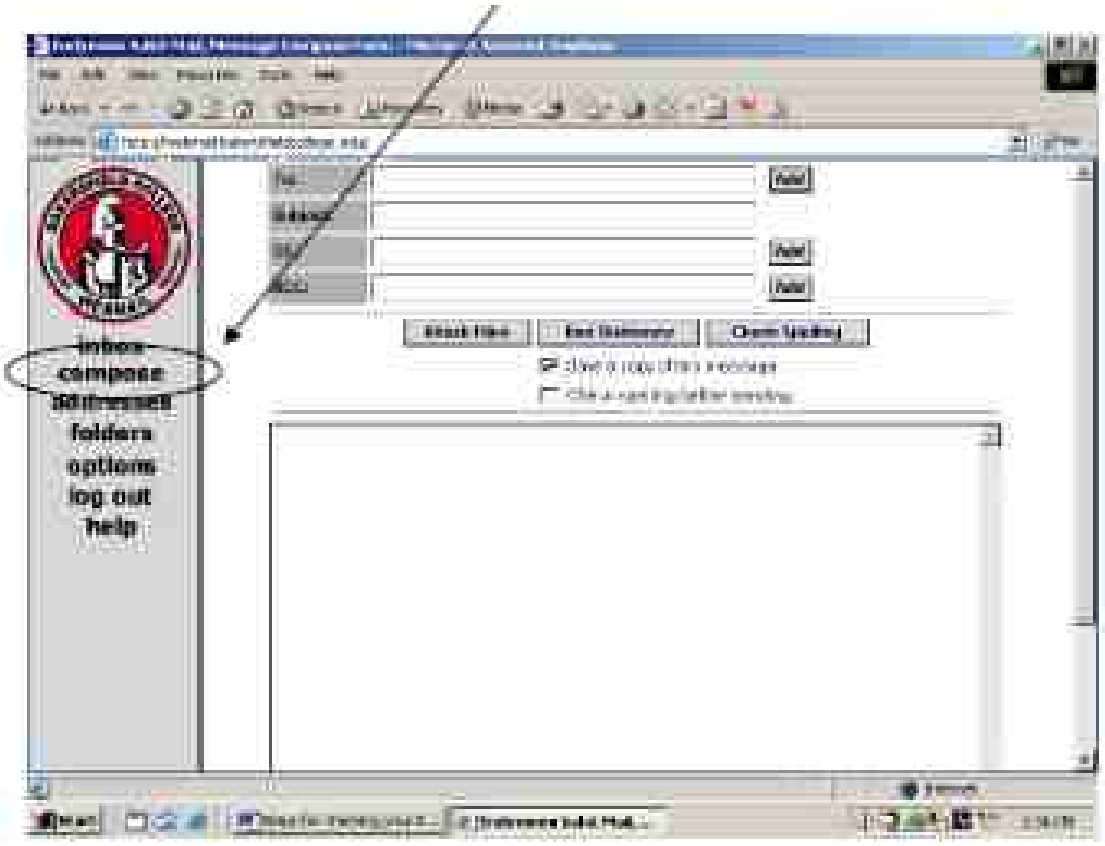
2. In the URL Address Box (or CTRL + O) Type http://webmail.bakersfieldcollege.edu/ Press Enter

3. Type your BC User Name, press tab, then type your Password. Click the Log In button or press TAB, Enter.

Username:

Password:

4. In the left margin, click **Compose** to create an E-mail.



Sending E-Mail and Attachments

5. Type the Email address of the person you are sending the message to in the To: Box (jkirst@bakersfieldcollege.edu). Press tab.

6. In the Subject Box type a topic. (e.g., Research Project)

7. To attach a File with your E-mail, click on the Attach Files button.

8. Click on Browse Box. Click the down arrow next to Look In, and find the disk or folder for your document (A:)

9. Select your document in the list, and click Open button.

10. Click the Attach button.

11. Click the Compose button to return to the message box.

12. Click in the Message Box area and type your message. Remember to sign your name.

13. Click the Check Spelling button.

14. Scroll to the bottom of the screen and click the Send button. The screen will read Your message has been sent.

15. Click the Continue button. Close the Internet window. Close all windows and log off computer.

Glossary

Page	Topic	Keyboard
17-18	Alignment	CTRL + L, R, E, J
12-13	Bold	CTRL + B
27	Bullets	ALT + 0149
15	Cancel	ESC
12-13	Changing Fonts	ALT + O, F
19	Changing Margins	ALT + F, U
11	Changing the View	ALT + V, Z
8	Close a File	ALT + F, C
12-13	Colored Te xt	Alt + O, F
30	Columns	ALT + O, C
20-21	Copy Text	CTRL + C
16	Correct Spelling	F7
20-21	Cut, Copy, Paste	CTRL + X, C, V
20-21	Cut Text	CTRL + X
32	Deleting Files	Explorer, Delete key
17-18	Double Space	CTRL + 2
33	E-Mailing a File	Internet
15	Escape, Cancel	ESC
2-3	Exit	Alt + F, X
24	Find & Replace Text	CTRL + F or H
12-13	Fonts	ALT + O, F
29	Footers	ALT + V, H
13	Format Painter	Ctrl + Shift + C or V
26	Graphics	ALT + I, P
29	Headers/Footers	ALT + V, H
31	Help	F1
25-26	Inserting a Picture	ALT + I
28	Inserting a Table	ALT + A, I
12-13	Italics	CTRL + I
17-18	Justify	CTRL + J

Glossary

Page	Topic	Keyboard
17-18	Line Spacing	CTRL + 1, 2, 5
19	Margins	ALT + F, U
20-21	Moving Text	CTRL + X, V
9	New Document	CTRL + N
27	Number Lists	1, 2, 3
6	Open	CTRL + O
32	Organizing Files	CTRL + Esc, Explorer
29	Page Numbers	ALT + I, U
19	Page Setup	ALT + F, U
20-21	Paste	CTRL + V
25	Pictures	ALT + I
7	Print	CTRL + P
14	Redo	CTRL + Y
32	Renaming Files	CTRL + Esc, Explorer
24	Replacing Text	CTRL + H
2-3	Save and Exit	ALT + F4
10	Selecting Text	Shift + Arrows
23	Show/Hide	ALT + T, O
17-18	Spacing	CTRL + 1, 2, 5
16	Spell Check	F7
1	Starting Word	CTRL + ESC
28	Tables	ALT + A, I
22	Thesaurus	SHIFT + F7
5	Toolbars	ALT + V, T
12-13	Underline	CTRL + U
14	Undo	CTRL + Z
11	View	ALT + V, Z
23	Word Count	ALT + T, W
11	Zoom	ALT + V, Z